

**Kerry Morrison**

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**From:** sseyler@andrewsinternational.com  
**Sent:** Tuesday, November 04, 2014 10:50 AM  
**To:** Kerry Morrison  
**Subject:** ACLU Meeting  
**Attachments:** HOMELESS DIRECTIVE-2014.docx

Thought you might want this document.

# **ANDREWS INTERNATIONAL**

## **BID HOMELESS PERSON**

### **DIRECTIVE**

#### **I. DIRECTIVE:**

Andrews International BID Patrol Officers will provide appropriate services to the Hollywood Entertainment District to include both the Hollywood and Sunset Business Improvement Districts, while protecting the rights, dignity and personal property of the homeless by policy, rules, regulations and practices.

#### **II. DEFINITIONS:**

##### **A: HOMELESS PERSON:**

An individual who lacks a fixed, regular and adequate night-time residence or has a primary night-time residency that is:

1. A supervised publicly or privately operated shelter designed to provide temporary living accommodations.
2. An institution that provides a temporary residence for individuals.
3. A private place, not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

B: BID Officers may make reasonable inquiries to make this determination during consensual encounters.

#### **III. CONTACT:**

A: At any time, BID Officers may approach a homeless person who has not been observed engaging in any criminal conduct to advise him or her of shelters, services, or assistance which is currently available. The homeless person may or may not accept the advice or referral or may even walk away from the area regardless of assistance offered.

1. BID Officers, with supervisor approval, may transport homeless persons to a homeless assistance center, e.g., PATH, when such person(s) accepts such a referral. The transportation will be provided by a two officer team. When transporting a member of the opposite sex or a juvenile, the officer shall give the starting and ending mileage and the starting and ending time associated with the transportation. Dispatch will log said mileage and time.

2. BID Officers will complete a detailed report documenting such contact including all relevant facts pertaining to the incident, referral and disposition.
3. A Field Interview card should be completed to assist in the tracking of such contacts.
4. All BID Officers shall proactively provide referrals to the homeless as an alternative to a citizen's arrest.

#### **IV. ARREST:**

A: Arrests of all persons, including those defined as homeless, shall comply with California Law, Municipal Ordinances, and Andrews International policies and procedures.

B: If a BID Officer observes a person who, because of their homelessness commits one of the following misdemeanors:

1. Obstructing passage on sidewalks
2. Living or sleeping in a vehicle
3. Loitering in a restroom
4. Littering
5. Use of facilities, e.g., sleeping on a bus bench for other than intended purpose
6. Public nudity as is necessary to carry on the daily necessities of life
7. Building a structure in a park or public right-of-way
8. Trespass on or in public or private property

The Officer may offer such individual(s) the option of going to an available shelter in the surrounding Hollywood community as an alternative to arrest. If the homeless person accepts the offer of assistance, no arrest shall take place and arrangements shall be made to transport the homeless person to the shelter.

#### **V: PERSONAL PROPERTY:**

A: Personal property belonging to all homeless persons shall be respected.

1. No BID Officer shall destroy any personal property known to belong to a homeless person, unless it is contaminated or otherwise poses a health hazard to an officer or to members of the public.
2. If such a health hazard exists, BID Officers shall contact LAPD/LAFD for proper handling/disposal of such items.
3. In the event of an arrest involving homeless persons, BID Officers shall document and photograph all personal property removed and place such items into LAPD custody for storage in a secure location for a period of no less than 90 days.
4. A written receipt of property removed shall be attached to all BID related reports/photographs for each incident. A copy of such receipt shall be forwarded to LAPD for their records.

